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## Purpose

The purpose of this manual is to provide guidance/information on managing environmental controls for the control and reduction of occurrence's leading to environmental harm during a project, including actions taken when an incident occurs. ABR Group has an Environmental Management System in place which provides a process to:

- Identify activities that may impact on the environment.
- Provide programs and procedures to manage those activities.
- Help demonstrate due diligence in line with State/Territory legislative requirements.

## Responsibility for implementation

**Management:** Facilitate environmental management controls in line with this manual, implement corrective actions and monitor actions for effectiveness.

**Workers:** Comply with this manual.

**Subcontractors:** Comply with this manual.

## Legislation, Regulations & Standards

### Northern Territory Legislation

- Aboriginal Land Act
- Bushfires Act
- Dangerous Goods Act
- Environmental Assessment Act
- Environmental Offences and Penalties Act
- Heritage Act
- Northern Territory Aboriginal Sacred Sites Act
- Soil Conservation and Land Utilisation Act
- Territory Parks and Wildlife Conservation Act
- Waste Management and Pollution Control Act
- Water Act
- Weeds Management Act

### Northern Territory Regulations

- Environmental Offences and Penalties Regulations
- Heritage Regulations
- Territory Parks and Wildlife Conservation By -Laws
- Territory Parks and Wildlife Conservation Regulations
- Waste Management and Pollution Control Administration Regulations
- Water Regulations
- Weeds Management Regulations

## Federal Legislation

- Aboriginal and Torres Strait Islander Act
- Aboriginal and Torres Strait Islander Commission Amendment Act
- Aboriginal and Torres Strait Islander Heritage Protection Act
- Aboriginal Land Rights (Northern Territory) Act
- Aboriginal Land Rights (Northern Territory) Amendment Act
- Environment Protection and Biodiversity Conservation Act
- Telecommunications Act 1997 (Telecommunications (Low-impact Facilities) Determination 1997 (Amendment No. 1 of 1999))

## Federal Regulations

- Aboriginal and Torres Strait Islander Heritage Protection Regulations
- Aboriginal Land Rights Northern Territory) (Land Description) Regulations
- Aboriginal Land Rights (Northern Territory) Regulations
- Environment Protection and Biodiversity Conservation Regulations

## Australian Standards

- AS/NZS/ISO 14001 - Environmental management systems - Requirements with guidance for use
- AS 1940 - The storage and handling of flammable and combustible liquids

## Review

This procedure will be reviewed annually.

## Environmental Management Manual

The Key Elements of this Environmental Management Procedures Manual are:

- Consider sustainability issues in the decision-making process of planning and managing operations and activities such as capital works projects.
- Facilitate and enhance the decision-making process by seeking opinions, feedback and participation from the stakeholders on environmental management issues on work sites.
- Promote and encourage environmental awareness and training to ensure that all parties are aware of their environmental responsibilities.
- Strive for continuous improvement of environmental performance by identifying and addressing environmental risk. Make available procedures for minimizing risks that comply with local, state and federal environmental legislation with the goal of attaining best environmental practice.
- Make available resources to implement and meet the requirements of the environmental policy.
- Promote external awareness by supporting projects that seek solutions to environmental problems in order to improve the sustainability of the global environment.

## General Environmental Duty

Under the *Waste Management and Pollution Control Act 2013*, everybody has a 'general environmental duty' to take all measures that are reasonable and practicable to prevent or minimise the pollution or environmental harm; and reduce the amount of the waste. You must be aware of the activities you are involved in that may impact on the environment. For example, you must know how to correctly dispose of hazardous materials.

## Managing Director Responsibilities

The Managing Director must ensure ABR Group complies with The Act and all subordinate legislation

Demonstrate due diligence in minimising risk of environmental liability is the best way for an MD to demonstrate "reasonable steps". This includes:

- Being familiar with all environmental aspects of ABR Group's operations.
- Identifying members on staff with responsibility for environmental management.
- Preparing, implementing and supporting an Environmental Management System that addresses all regulatory requirements and risks.
- Keeping abreast of changes and developments in policy and legal requirements.
- Demonstrating and communicating responsibility to employees and the public.
- Exercising control over the actions of contractors.
- Keeping adequate records to demonstrate compliance.
- Ensuring staff are adequately trained and resourced to undertake their duties.

**In meeting due diligence, ABR Group currently has:**

- Environmental Management Policy;
- Environmental Management System (EMS) including, but not limited to, procedures for:
  - Emergency procedure for an environment incident
  - Air Quality - dust & plant emissions
  - Water Quality
  - Biodiversity
  - Identification and protection of flora & fauna
  - Storage of fuels & chemicals on site
  - Contaminated material
  - Waste Management – waste disposal, minimising waste and recycling

**These require ABR Group Managers to:**

- Ensure their line managers and supervisors are adequately trained and resourced to undertake their duties, minimising the risk of environmental harm.
- Ensure their line managers and supervisors are aware of the EMS and the applicable procedures.
- Consider environmental issues in making operational decisions.



## Worker/Employee Responsibilities

Employees have a responsibility to comply with ABR Group policy, procedures and direction where possible, and where they do not contravene The Act. Employees must meet their individual responsibilities by:

- Following all ABR Group Environmental and related policies
- Following Environmental Management System and any other ABR Group environmental processes
- Reporting Environmental Incidents
- Providing feedback on new and/or existing activities that require improvements to existing procedures or development of new procedures to better address risk.

## Environmental Management Procedures Manual

Covers the following

### Identification of Environmental Impacts, Risk Assessment and Control

The ABR Group's Environmental Management System requires that we:

- Identify activities that may impact on the environment

All ABR Group personnel are asked to assess activities in their workplace that may impact on the environment. However, whenever they become aware of an item that requires attention they should notify their supervisor or manager as soon as practicable.

### Identifying Impacts

Hazard/Risk ID

### Determining the Level of Risk

Risk Assessment including risk register

### Risk Control Measures

Controls for identified risks

### Monitoring

By Site supervisor and all workers

### EM Procedures to include:

1. Emergency Procedure for an Environment Incident
2. Contaminated Material
3. Air Quality Dust & Plant Emissions
4. Effect on Water Quality
5. Identification and Protection of Flora & Fauna
6. Storage of Fuels & Chemicals on Site
7. Minimising Waste and Recycling

## Air Quality

Any staff working with plant or equipment that can create dust, emit fumes or work with chemicals that will be emitted to atmosphere should be aware of air quality standards. At no time should any odours impact on the community.

## Biodiversity

Environment Australia describes biodiversity as ‘the variety of all life forms: the different plants, animals and micro-organisms, their genes and the ecosystems of which they are apart’.

### What you can do:

- Place rubbish in appropriate bins and don't litter
- Don't bother or feed native animals, particularly birds. They become dependent on your food source and lose their capacity to survive without it.
- Never feed feral or introduced animals
- Minimise what you put down the drain. Things like oils and chemicals may start at the sink but can end up in our waterways and seas.

## Cultural and Heritage Management

### Protection of Cultural and Sacred sites

Should any item be encountered which might be an artefact of heritage value or any relic, artefact or material which might be of Aboriginal origin, STOP all works that might affect the item and protect the item from damage or disturbance. Notify the Manager and Client immediately, who will then arrange for appropriate specialists and community representatives to inspect the site.

ABR will ensure that all personnel working on site have received training regarding their responsibilities regarding cultural heritage and are made aware of any sites/areas which must be avoided or protected including Sacred Sites identified on the Aboriginal Areas Protection Authority Certificates.

### Sacred sites protection

The Principal has obtained or will obtain Aboriginal Areas Protection Authority (AAPA) Certificates under the Northern Territory Aboriginal Sacred Sites Act (NTASS Act). These certificates provide the Principal and the Contractor, including all sub-contractors, with indemnity from prosecution under the NTASS Act as long as the following are adhered to:

- All works are confined to the 'subject' land identified on the certificate.
- All activities conducted by the Contractor are covered in the 'Purpose of Use' on the certificate
- All conditions on the certificate are adhered to.
- All contractors, employees and sub-contractors are aware of the conditions of the certificate.

If the Contractor elects to work outside the areas covered by the certificate provided it is the responsibility of the Contractor to apply and obtain an AAPA Certificate under the NTASS Act.

## Breach of the NT Aboriginal Sacred Sites Actor Heritage Act

If AAPA, Land Council, or Department of Lands, Planning and Environment (OLPE) notifies the Manager/ Client that a Certificate condition or any other condition applying to the protection of a sacred site or cultural heritage site has allegedly been breached, the Manager/ Client will instruct the Contractor to stop work in the near vicinity of the affected site.

The Manager/ Client will arrange for a meeting with the necessary parties that could include custodians, AAPA and/or the Heritage Branch to be held for the following purposes:

- To view the affected site
- To discuss when work might resume in the vicinity of the sacred site or heritage site
- Agree to any restorative measures that may be needed

Works cannot recommence in the affected area until notification is given by the Manager/ Client pending the relevant assessment. If restorative measures are required the Manager/ Client will document the requirements and issue a letter to all parties specifying the restorative measures which are to be implemented together with a timetable for implementation. All parties are to respond to the letter to confirm agreement, and then the Manager/ Client will give instructions on the restorative measures which are to be implemented.

Meet the reasonable costs of:

- AAPA representatives and the custodians to attend the site meeting in accordance with Clause 19G of the NTASS Act and Regulations
- Any restorative measures agreed upon between AAPA and the custodians, or Heritage Branch Any costs of the Principal

## Energy and Greenhouse Gas Emissions

ABR Group strives to minimise energy consumption through efficient operational control and by promoting energy awareness to the all personnel through regular service and maintenance of all plant and equipment and the use of energy saving devices.

### What you can do

- Switch off lights, computers, monitors and non-essential equipment at the end of the day or when not required;
- Switch off air conditioning after work hours and keep doors and windows closed in air conditioned spaces;
- Buy energy efficient appliances and equipment; and
- Consider the option of video or telephone conferencing rather than travel.

## Waste Management and Recycling

ABR Group seeks to minimize waste going to landfill. Strategies to reduce waste include:

1. Source reduction – the most beneficial because it avoids generation of waste (e.g. reducing excess packaging, returning packaging to supplier)
2. Recycling or re-use – diverts waste from going to landfill.
3. Treatment of waste prior to disposal to minimize environmental impacts.

## Noise Management

The Noise Management procedure covers any noise that affects areas not central to the works conducted by ABR Group (i.e. neighbourhood housing and the general community).

## Disposal of Hazardous Wastes

ABR Group may generate a range of wastes including: recyclable waste, chemicals, fuels, oils, and general waste.

Hazardous waste disposal must follow the Hazardous Waste hierarchy. That is, the most hazardous waste component should be treated first. A waste that is a mix of two types (or more) of hazardous waste, must be disposed of as the most hazardous.

## Chemical Waste

The Chemical Waste procedure details the processes for the disposal of sewerable and non-sewerable chemicals, as well as oil, gas cylinders, batteries etc.

### Sewerable Chemical Waste

- Initially compare the waste ingredients against the categories and criteria for disposal to sewer
- Dispose sewerable waste down chemical sinks.
- Ensure sufficient dilution.

### Non-sewerable Chemical Waste (Waste Oils):

- Waste must be sealed in an appropriate and compatible container.
- Only one 'individually generated' chemical waste is permitted in each container.

### Oil

Used oil is to be treated as Chemical Waste.

- Waste oil must be sealed in an appropriate and compatible container.
- Where applicable the container should be labelled with:
  - the type of oil and total quantity
  - waste generator's name and contact phone number.

### Gas Cylinders

- Empty gas cylinders must be return to the supplier.
- For collection contact relevant supplier (BOC Ltd, Air Liquide Aust Ltd)



## Batteries

The collection and disposal of batteries at ABR Group includes:

### Battery Type

Alkaline

Lithium

Nickel cadmium batteries

Lead-acid

### Common Uses

Cassette players, radios

Cameras, watches, computers

Power tools, kitchen appliances

Video cameras, computers, portable radios, fork lifts

### Disposal of batteries:

- Dry batteries – who & where
- Wet batteries – who & where

### *Please note:*

- Rechargeable batteries last longer thus reducing the number of batteries purchased. By reducing the amount of batteries procured and disposed of, you can help reduce the amount of environmentally harmful wastes discharged.
- Nickel cadmium batteries (NiCads) contain cadmium, which is potentially carcinogenic and should not be placed in general waste bins.

## Maintenance Waste

Maintenance waste from maintaining plant, equipment, buildings etc. must be disposed of by one of the following options, preferably in the order presented:

- Sale or auction,
- Recycling, or
- Disposal.

## Green Waste

- Suitable wastes should be mulched and used to offset the purchase of new material.
- Otherwise it is taken to Shoal Bay or other green waste recycling centres.